



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PHARMACY SERVICES PROGRAM MANAGER

Job Number: 20000932

Job Code: 40380V161016

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 89 Salary (MIN - MID):

\$44,600-\$59,095 - Hourly

\$7,247.50-\$9,602.94 - 37.5 Hr. Monthly Salary

\$0.00-\$0.00 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides professional pharmaceutical management and consultation in the Cabinet for Health Services; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have two years of experience as a licensed pharmacist and two years of experience in the provision of consultative/technical services in a medically related program.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed as a pharmacist by the Kentucky Board of Pharmacy. <http://pharmacy.ky.gov/>. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages pharmaceutical programs in the Cabinet for Health Services. Develops and establishes policies and procedures for the provision of benefits to eligible recipients in accordance with state and federal laws and regulations. Provides consultative services in the development of drug formularies and drug lists. Prepares all reports related to program developments and activities. Provides analysis of pharmaceutical programs and recommends changes in policies and procedures. Maintains all records and reports related to pharmaceutical programs.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel will be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.